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Approved For Release 2003/05/15 : CIA-RDP78-03991A000500060037-0

6 June 1955

MEMORANDUM FOR: Acting Director of Logistics

FROM : Acting Chief, Printing & Reproduction Division

SUBJECT : Weekly Activity Report

1. GENERAL

a. Plant Operations - (continued item)

The workload in the Division remains heavy and will require overtime in several Sections this week-end.

b. PP Work - (continued item)

The second of the PPW jobs printed on bible stock was completed on 14 June 1955.

The third of the PPW jobs on bible stock was started on 14 June 1955. This will consist of 76,000 press impressions and is to be completed by 27 June 1955.

Copy has been received on the fourth of the PPW jobs. This will consist of 60,000 impressions and is to be completed by 27 June 1955.

Type has been set and proofs furnished to DD/P on

c. Other Rush Work - (continued item)

Two additional NIE's have been received. Production on this work is progressing satisfactorily, and there are now four remaining in the Plant.

2. PROJECTS AND STUDIES IN PROCESS

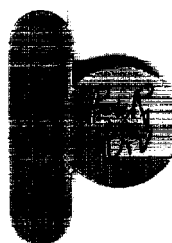
a. Survey of Agency Graphics Facilities - (continued item)

Work is continuing on the survey of the Agency graphic facilities. ORR facilities have been inspected and discussions held with the ORR Administrative Officer.

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- b. Staff Study Regarding the Establishment of a Second Shift in the [ ] Plant - (continued item)

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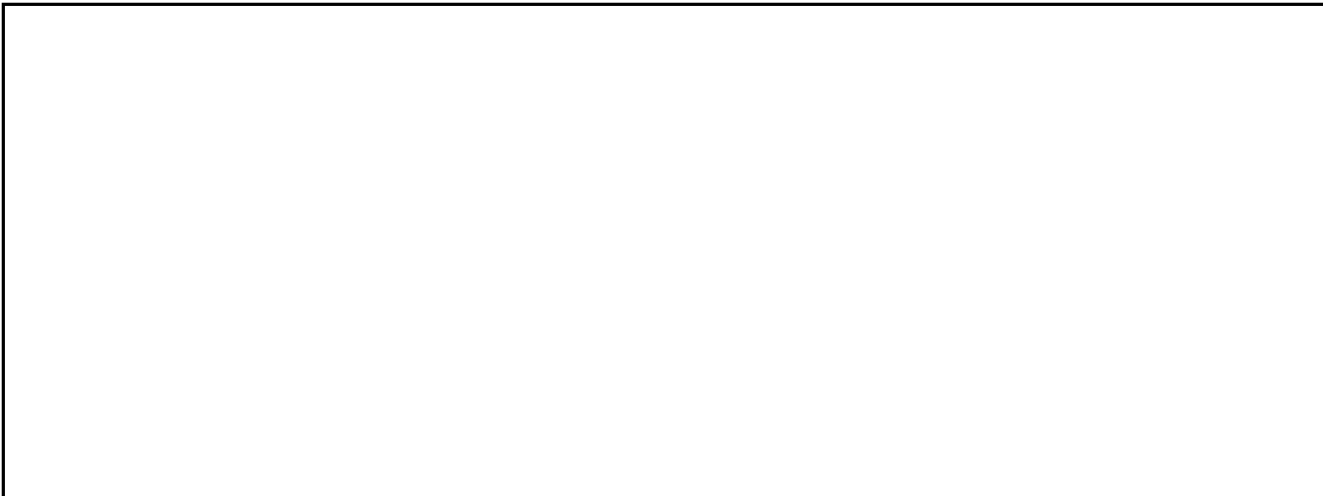
Work is continuing on the staff study justifying the request for additional personnel with which to establish a second shift in the [ ] Plant. Overtime, production, and backlog figures are being developed to support this study.

- c. Graphics Register Prints - (continued item)

The new system of scheduling and handling work for the Graphics Register has been introduced in the Plant. Indications are that this system, which will permit the Plant to meet the required production of 1000 prints per day, will work satisfactorily.

- d. Centralized Receiving for Agency Reproduction Requests - (continued item)

Final agreement on procedure for handling printing requisitions has been reached with other Office of Logistics Divisions. An Office of Logistics Notice is being prepared which will set forth all necessary procedure for the handling of this work.



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3. OTHER ITEMS OF INTEREST

- a. Emergency Exercise 15 - 17 June 1955 - (continued item)

This Division assigned five employees to the emergency station for participation in the emergency exercise.

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b. Rotary Press and Colorverter - (continued item)

This Division, in cooperation with the Procurement Division, has reviewed bids submitted on the rotary press and colorverter, and has recommended the acceptance of a bid on each of these items. The acceptance of the bid on the press is dependent upon a satisfactory demonstration of the press's ability to print on 8½ lb. bible stock. An employee of this Division is to visit the manufacturer's establishment in New York for this demonstration.

c. Personnel (continued item)

One new employee, a pressman, reported for duty during this period. Also, a summer employee reported for duty and has been assigned to the "K" Building Plant. Concentrated efforts have resulted in filling all but eleven positions in the Division. Action is pending against each of these remaining eleven positions.



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